

Finance Administrator

Founded in 1930, St. George's School is a private co-educational, non-denominational school that provides student-centered education of the highest quality within a spirited, engaging, creative and cooperative environment. We are now accepting applications for the full time position of **Finance Administrator**.

Reporting to Chief Financial Officer, the Finance Administrator provides financial and administrative support in the following areas:

Finance/Accounting

- Annual, monthly budget process (reporting, analysis, etc.)
- Year-end audit preparation
- G/L analysis and journal entries and invoice verification and correction
- Government forms and documents
- Respond to general accounting inquiries
- Assist in strategic plan and other ad-hoc requests
- Assist in contract oversight and review
- Maintain reports and ledgers related to funds and capital spending
- Benchmarking and competitive analysis

Administration

- Assist in maintaining calendar, telephone, mail and filing
- Assist in organizing and maintaining contracts and corporate documents
- Prepare various letters and communication
- Prepare necessary documents and reports for management and Finance Committee
- Prepare presentations in PowerPoint and Excel

Qualifications:

- Post secondary degree/ diploma in a related field
- Minimum 5 years in finance, budgeting & planning (BP&A)
- Proficiency in Excel, PowerPoint
- Excellent communication and organizational skills, bilingual, resourceful
- Knowledge of accounting principles and software

Please submit your letter of application and curriculum vitae to:

Ms. Sharon Picard
Coordinator of Human Resources
E-mail: humanresources@stgeorges.qc.ca

We thank all candidates for their applications, however, only those selected for an interview will be contacted.

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